## FEDERAL TRAVEL REGULATION GSA Per Diem Bulletin FTR 14-01

TO: Heads of Federal Agencies

SUBJECT: Fiscal Year 2014 Maximum Per Diem Reimbursement Rates

1. What is the purpose of this bulletin? The General Services Administration's (GSA) Fiscal Year (FY) 2014 per diem review has resulted in lodging and meal allowance changes for certain locations within the Continental United States (CONUS) to provide for reimbursement of Federal employees' expenses covered by per diem.

This Per Diem Bulletin updates the maximum per diem rates in existing per diem localities, and adds two new non-standard areas (NSAs): Big Spring, TX (Howard County); and Pearsall, TX (Frio, La Salle, and Medina Counties). The City of Hershey, PA, is now a separate NSA from Harrisburg, PA. In addition, Pasco, WA (Franklin County) and Richland, WA (Benton County) have been merged into a single NSA. Finally, Hendry County, FL is now included with the Palm Beach County, FL NSA location.

The standard CONUS lodging rate will increase in FY 2014 to \$83, while adjustments in non-standard lodging rates vary depending on changes in the local market. The meals and incidental expense tiers remain unchanged for FY 2014 and range from \$46-\$71.

- 2. What is the background of this bulletin? This bulletin, once published on the GSA website, affects a revision of the per diem rates prescribed by GSA's Office of Government-wide Policy (OGP) for CONUS. Notices published periodically in the <u>Federal Register</u> now constitute the only notification of revisions in CONUS per diem rates to agencies other than the changes posted on the GSA website. Per diem rates are published at <u>www.gsa.gov/perdiem</u> as a Federal Travel Regulation (FTR) GSA Per Diem Bulletin.
- 3. <u>Can agencies authorize actual expense reimbursement if their travelers cannot find rooms at the per diem rates?</u> If per diem rates are insufficient to meet expenses, the FTR permits actual expense reimbursement, pursuant to FTR §§ 301-11.300 through 301-11.306.
- 4. What is the effective date of this bulletin? This bulletin is effective upon the date of publication, and applies to travel performed on or after October 1, 2013 through September 30, 2014.

5. Whom should I contact for further information? For clarification of content, contact Ms. Jill Denning, OGP, Office of Asset and Transportation Management, at (202) 208-7642 or by e-mail at <a href="mailto:travelpolicy@gsa.gov">travelpolicy@gsa.gov</a>. Please cite GSA Per Diem Bulletin FTR 14-01.

By delegation of the Administrator of General Services,

Anne E. Rung

**Associate Administrator** 

Office of Government-wide Policy